

ORD MANAGEMENT CONFERENCE
21 - 23 April 1982

PERSONNEL & TRAINING

25X1A9A

Attendees

1. Comparative Evaluations on GS-04's through GS-14's were completed.
(See attached sheets)

2. Summary of actions requested during the evaluations from each group and staff is listed on the attached sheets.

3. Promotion actions approved:

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GS-04 to GS-05
GS-06 to GS-07
GS-07 to GS-08
GS-07 to GS-08
GS-09 to GS-10
GS-12 to GS-13
GS-13 to GS-14
GS-13 to GS-14
GS-13 to GS-14
GS-14 to GS-15
GS-14 to GS-15
GS-14 to GS-15

25X1A9A 4. Quality Step Increases approved:

MS
CS

GS-09, step 7 to GS-09, step 8
GS-12, step 3 to GS-12, step 4

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*

WAS promoted to GS-13 based on own GS recommendation
and will not be granted the QST at this time. 9/82

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5. A report on ORD projected strength, ceiling, headroom and full-time equivalency was circulated by [] and the results discussed.

6. ORD training nominations were made for the senior officer schools, special training courses and DDS&T quota courses. A list of the nominations made is attached.

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7. [] presented his plan to hold a seminar for ORD office management. This session would include spouses and may be an overnight session, depending on the location chosen. Portions of the [] Seminar would comprise the session.

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8. ORD will sponsor a writing course taught by [] of [] This course is geared toward problem solving and is scheduled for July or August. Ten people will be selected for the two-day workshop. There will be a follow-up in six months by [] to critique the attendees' work.

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9. Secretarial vacancies and assignments were discussed.

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27 May 82
Date

[]
CSP/ORD Sec'y

Attachments:

1. Evaluation Sheets, GS-04's - GS-14's
2. Summary of Actions Requested
3. Training Nominations

APPROVED: 25X1A9A

[]
Chairman, Career Service Panel/ORD

6/15/82
Date

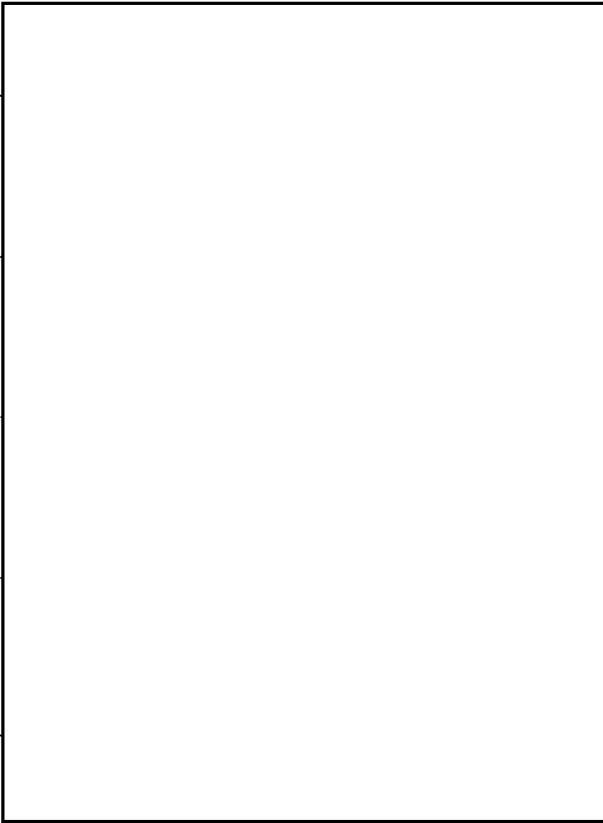
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APPROVED:

DATE

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6/5/82

6/14/82

6/1/82

28 MAY 82